

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCES GENERALIST

PAY GRADE: P-2

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

The Human Resource Generalist provides comprehensive support across all HR disciplines and professional and technical expertise to specialized areas. Key duties include oversight of the Human Resources Information Management System (HRIS), process improvement, data integrity, unemployment and volunteer programs, HR analysis, training, onboarding/exits, staff mentoring, and support for talent acquisition, compensation, performance management, records, and employment law. Full Access to Patient Health Information (PHI Level).

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

Education or training: Bachelor's degree from an accredited institution, preferably in Administration or Human Resources. An equivalent combination of education and relevant experience in human resource may be substituted for the degree requirement. HR certification (PHR, SPHR, SHRM-CP, SHRM-SCP) preferred.

Years of experience in the field: Three years of full-time progressively responsible experience in Human Resources required. Experience with ADP Workforce Now (or equivalent HRIS) in a Higher Education Institution is preferred.

Special skills or abilities related to the position: Possesses strong interpersonal skills, adapts to change, collaborates effectively, guides and develops employees, demonstrates high ethical standards, proficient in HR technology, communicates clearly (written and verbal), is highly organized with attention to detail, maintains confidentiality, and possesses a strong understanding of HR fundamentals, practices, laws, and functions.

ESSENTIAL JOB FUNCTIONS:

1. Mentors and cross-trains staff, and oversees routine HR operations and projects.
2. Oversees the volunteer program, including program development and implementation, data tracking and reports.
3. Manages unemployment compensation claims, responds to inquiries and serves as a college representative for unemployment claim hearings.
4. Serves as the primary HRIS contact, troubleshoots HRIS issues, identifies root causes, and implements effective solutions, escalating complex issues as needed.
5. Develops and delivers training to HR staff and end-users on HRIS functionality and best practices.
6. Develops and maintains HRIS documentation, including user guides and process documentation.
7. Administers the HRIS onboarding module to optimize functionality and user experience, identifies areas for enhancement, implements solutions, and ensures data accuracy and system efficiency for new hires.
8. Administers the employee departure process, ensuring the workflow process for departing employees is complete, accurate and timely.
9. Supervises the entry of employee-related data into the (HRIS), ensuring the accuracy and integrity of all data entered and maintained within the system.
10. Conducts data analysis and prepares reports on HR Data for board reporting, public records requests and other internal/external requests.
11. Supports HRIS compensation functions and assists with compensation events and data analysis.
12. Supports the HRIS components related to the annual performance review cycle and observation period evaluations, ensuring accurate data entry and system functionality.
13. Assists with the systematic review of HR policies and procedures, ensuring compliance, accuracy, and clarity, and recommending process changes for HRIS alignment.
14. Prepares college-wide organizational charts.
15. Assists with scanning and imaging of employee personnel data, ensuring electronic employment records are stored within designated electronic systems.
16. Maintains and updates the HR website, job description site, and HRIS dashboard for accuracy and functionality.
17. Advises management on employment law, HR policies, and best practices, and ensures policy compliance.
18. Actively participate in assigned college-wide committees and internal HR project teams.
19. Serves as back-up support for other areas within the department.
20. Performs other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus, BLDG #1

SUPERVISOR OF POSITION: Assistant Director – Human Resources
Director – Human Resources